

TITLE I  
*GENERAL INFORMATION—  
DEPARTMENT OPERATIONS*

CHAPTER 1  
ORGANIZATION AND OPERATION  
[Prior to 9/7/88, see Public Instruction Department[670] Ch 49]

**281—1.1(17A) State board of education.** The state board of education, authorized by Iowa Code chapter 256, is the governing and policy-forming body for the department of education.

**1.1(1) *Membership.*** The board consists of nine lay members appointed by the governor, with approval of two-thirds of the members of the senate, with not more than five members from the same political party, and not more than five members of the same gender.

**1.1(2) *Terms.*** The members of the board are appointed for six-year terms with the terms of three members expiring every two years. There is no statutory limitation to the number of terms a member may serve.

**1.1(3) *Meetings.*** The board is required to hold no fewer than six meetings each year, but by practice the board meets each month. The majority of the meetings are held in the state board room at the department of education in Des Moines, but by specific notice the board holds meetings in other areas of the state.

**1.1(4) *Additional board functions.*** In addition to its functions as the state board of education, the board constitutes:

- a. The state board for vocational education, Iowa Code chapter 258.
- b. The state board for vocational rehabilitation, Iowa Code chapter 259.
- c. The state board for community colleges, Iowa Code section 260C.22A.

**1.1(5) *Advisory groups.*** The following advisory groups have been established by statute to provide advice to the state board in the indicated areas:

- a. Nonpublic schools advisory committee, Iowa Code section 256.15, to advise the board on matters affecting nonpublic schools.
- b. Vocational education advisory council, Iowa Code section 258.7, to perform such advisory functions as may be necessary in order for the state of Iowa to qualify for federal aids and grants to vocational education.
- c. Community college council, Iowa Code section 256.31, to assist the state board of education with substantial issues which are directly related to the community college system.

**281—1.2(17A) Director of education.** The director is responsible for exercising general supervision over the state system of public education and nonpublic schools to the extent that is necessary to ascertain compliance with provisions of the Iowa school laws. The director performs the function of executive officer of the state board of education.

**1.2(1) *Appointment, term, and salary.*** The director is appointed by the governor, appointment subject to approval of two-thirds of the members of the senate. The director serves at the pleasure of the governor. A salary range for this position is established by the general assembly with the governor setting the specific salary from within this range.

**1.2(2) *Qualifications.*** The director shall possess a background in education and administrative experience.

**281—1.3(17A) Department of education.** The department of education is established by the general assembly to act in a policy-making and advisory capacity and to exercise general supervision over the state system of education including (1) public elementary and secondary schools, (2) community colleges, (3) area education agencies, (4) vocational rehabilitation, (5) educational supervision over the elementary and secondary schools under the control of the department of human services, and (6) nonpublic schools to the extent necessary for compliance with the Iowa school laws.

The department shall also:

1. Stimulate and encourage educational radio and television and other educational communications services as necessary to aid in accomplishing the educational objectives of the state;
2. Meet the informational needs of the three branches of state government; and
3. Provide for the improvement of library services to all Iowa citizens and foster development and cooperation among libraries.

The department of education shall act as an administrative, supervisory, and consultative agency.

**1.3(1) *Organization.*** The department is organized into such divisions, bureaus, and offices found to be desirable and necessary by the director to perform all proper functions and render maximum services relating to the operation and improvement of the state system of public schools, accredited non-public schools, community colleges, area education agencies, libraries, vocational rehabilitation services and educational communications services. The organization of the department is as follows:

- a. Office of the director.
- b. Office of educational services for children, families, and communities.
- c. Division of community colleges.

- (1) Bureau of educational and student services.
- (2) Bureau of technical and vocational education.
- d. Division of financial and information services.

- (1) Bureau of data and word processing.
- (2) Bureau of internal operations.
- (3) Bureau of planning, research and evaluation.
- e. Division of elementary and secondary education.

- (1) Bureau of food and nutrition.
- (2) Bureau of practitioner preparation and licensure.
- (3) Bureau of instructional services.
- (4) Bureau of school administration and accreditation.
- (5) Bureau of special education.

- f. Division of libraries and information services.

- (1) State library.
- (2) Bureau of audio visual services.
- (3) Bureau of information services.
- (4) Bureau of library development.
- (5) Bureau of networking services.
- (6) Bureau of state data services.
- (7) Bureau of technical services.
- (8) State documents service.
- (9) Law library.
- (10) Regional library system as described in Iowa Code.

- g. Iowa public television (division of public broadcasting).

- (1) Division of administration.
- (2) Division of development.
- (3) Division of educational telecommunications.
- (4) Division of engineering.
- (5) Division of programming and production.

- h. Division of vocational rehabilitation services.

- (1) Bureau of administrative services.
- (2) Bureau of client services.
- (3) Bureau of disability determination services.

**1.3(2) *Organizational responsibility.*** Each division is under the direction of an administrator. Each bureau is under the direction of a chief for administrative purposes.

**1.3(3) *Employees.*** It is the responsibility of the director to appoint all employees of the department excluding the state librarian and the employees of Iowa public television with due regard to their qualifications for the duties to be performed, designate their titles and prescribe their duties.

**1.3(4) *Mailing addresses.*** The mailing address for all divisions of the department, with the exception of the division of library services, the division of public broadcasting, and vocational rehabilitation services, is: Grimes State Office Building, Des Moines, Iowa 50319-0146. The mailing address for the division of library services is: East 12th and Grand Avenue, Des Moines, Iowa 50319. The mailing address for Iowa public television is: P.O. Box 6450, Johnston, Iowa 50131. The mailing address for the vocational rehabilitation services division is: 510 East 12th Street, Des Moines, Iowa 50319-0146.

**1.3(5) *Information or submissions.*** Information inquiries should be addressed to the appropriate administrator of the desired organizational unit shown in subrule 1.3(1). Requests for hearings, declaratory rulings, participation in rule-making procedures of the board, and scheduling of presentations to the board should be addressed to the director of education.

These rules are intended to implement Iowa Code section 17A.3.

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